



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

Request for Responses (RFR)

for the

Emergency Solutions Grant (ESG) Program

PLEASE NOTE: This Word document is one of many documents that together with the RFR attachments comprise the entire Solicitation published on Comm-PASS. A list of all of these documents begins on page 21 of this RFR. All Bidders are responsible for reviewing and adhering to all information, forms and requirements found on all Comm-PASS tabs for the entire Solicitation.

The terms of 801 CMR 21.00, Procurement of Commodities and Services and the Emergency Solutions Grant Interim Rule published 12/5/11 are incorporated by reference into this RFR. Contract and Fiscal Requirement terms used in this RFR shall have the meanings defined in 801 CMR 21.00.

Definitions of Homelessness, At Risk of Homelessness, Recordkeeping Requirements, Eligible Activities, and Eligible ESG Participants shall have the definitions provided in HUD's ESG Interim Rule.

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SECTION I: INTRODUCTION AND GUIDELINES

A. SUMMARY

On December 5, 2011, the U.S. Department of Housing and Urban Development (HUD) published the interim rule for the Emergency Solutions Grant (ESG) program, which replaces the Emergency Shelter Grant. This change comes as a result of the enactment of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The interim ESG regulations add a rapid re-housing component and a more robust homelessness prevention component to the traditional shelter support component that was part of the former Emergency Shelter Grant program. The new ESG program is a combination of the shelter support component and HUD's Homelessness Prevention and Rapid Re-Housing (HPRP) Program. Through this Request for Responses DHCD seeks to fund the following three components of ESG:

- Shelter Support
- Rapid Rehousing
- Homelessness Prevention

The Commonwealth of Massachusetts, through the Department of Housing and Community Development (DHCD), funds a large network of temporary emergency shelter programs which serve approximately 2,000 homeless families and approximately 3,000 homeless individuals each night. In addition, DHCD also has an additional 1400+ homeless families temporarily placed in hotels and motels until family emergency shelter space becomes available. The Commonwealth has established a myriad of Housing First initiatives throughout the state to further its efforts to move this emergency shelter system to a Housing First system. As part of this paradigm shift, DHCD has implemented a new architecture to address homelessness by placing attention on the "four doors" of the emergency shelter system. These "doors" serve as metaphors for critical program services that include: 1) homeless diversion at the front screen door; 2) shelter entry at the front door; 3) rapid re-housing from shelter at the back door; and 4) housing stabilization at the back screen door.

The initiatives that support this architecture include:

- Continued funding of the Regional Networks, which were instituted through the Massachusetts Interagency Council on Housing and Homelessness (ICHH) to develop more coordinated efforts to prevent and end homelessness.
- HomeBASE program, which acts as a diversion from shelter and provides rapid re-housing services, through short-term up-front financial assistance.
- Project-based Massachusetts Rental Voucher Program (MRVP) vouchers that are targeted to families with significant barriers to housing stability and include case management services.
- Home and Healthy for Good program, which is based upon a significant paradigm shift in addressing the costly phenomenon of homelessness through a Housing First model.

- Residential Assistance for Families in Transition (RAFT), a state-wide homelessness prevention program that provides short-term financial assistance to low-income families who are homeless or at risk of becoming homeless.

DHCD also recently administered the three-year federal Homelessness Prevention and Rapid Re-Housing Program (HPRP) funded through the American Recovery and Reinvestment Act. Combined, these initiatives are helping to move the Commonwealth's response to homelessness from a shelter focus to a housing focus. The new ESG program offers a valuable opportunity to advance a housing-oriented approach to address the crisis of homelessness – continuing some of the successful initiatives developing community-wide prevention and rapid re-housing strategies already funded by the Commonwealth. In addition to advancing the Housing First philosophy and Rapid Re-Housing model, the Commonwealth, through this RFR, has the following goals:

- Reduce the number of people becoming homeless and needing to be sheltered;
- Reduce shelter lengths of stay;
- Reduce the number of homeless people in shelters; and
- Strengthen existing Continuum of Care (CoC) and ICHH Regional Network planning and activities.

B. FUNDS AVAILABLE

Through this RFR, the Commonwealth intends to award up to \$5,654,052 in federal ESG funds for the period July 1, 2012 through June 30, 2013. In accordance with HUD's implementation of the HEARTH Act, ESG interim rule (published December 5, 2011), and statutory requirements, DHCD is limiting this funding to the following ESG components:

- \$2,000,000 for Rapid Re-Housing for Homeless Individuals
- \$1,704,652 for Homelessness Prevention Services Primarily for Families At-Risk of Homelessness. This amount includes up to \$210,000 for Tenancy Preservation Programs.
- \$1,949,400 for Shelter Support

HUD requires each ESG component's contract expenditures to be recorded and tracked separately from the other components within HUD's Integrated Disbursement System, or IDIS. This requirement precludes one contract from having funds from multiple ESG components. As a result, responses may not include activities from more than one ESG component.

Respondents may budget a maximum of 7.5% of its funding request for its administrative costs. Eligible administrative activities¹ are described in the [ESG Interim Rule](#).

¹ 24 CFR 576.108, ESG eligible administrative costs include costs related to the planning and execution of ESG activities including: general management, oversight and coordination; trainings on ESG requirements; the Consolidated Plan; and environmental review.

Respondents must be familiar with all applicable sections of the ESG interim rule to prepare an eligible response to this RFR.

IMPORTANT NOTE: All vendors that receive federal funds through the Commonwealth shall submit their DUNS number using the Massachusetts Substitute W-9 Form. If a contractor has multiple DUNS numbers, the contractor shall provide the primary number listed with the federal government's Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/>

Performance shall not begin and payments shall not be issued to a vendor paid with federal funds unless the DUNS number has been filed with the Office of the Comptroller and recorded in the Massachusetts Management Accounting and Reporting System (MMARS). Any entity that does not have a DUNS number can apply for one online at D&B Dunn & Bradstreet.

B1. Funding Components and Eligible Respondents

The ESG Interim Rule requires ESG Grantees to consult and coordinate with the CoC or CoCs within its jurisdiction regarding its funding allocations, performance measures and HMIS administration. As the state non-entitlement ESG Grantee, DHCD worked with each of the 20 CoCs to identify whether its jurisdiction planned to request ESG funding for **either** Rapid Rehousing or **Homeless Prevention**. CoCs consulted with their membership, Regional Networks and ESG entitlement communities, if any, to discuss whether its jurisdiction planned to request ESG funding from DHCD for **either** Rapid Rehousing or Homeless Prevention. Given the short time frame for implementing the new ESG, DHCD asked each CoC to limit its jurisdiction's response to **one** for **either** Rapid Re-Housing for Individuals **or** Homeless Prevention primarily for Families in the first year of implementation of ESG. Each CoC's year one decision is reflected in Appendix 4: CoC Need Maximum Funding Matrix.

Shelter Support Component: Organizations administering one or more homeless emergency shelters with unfunded shelter beds as described in this RFR may submit a response to this RFR requesting funds for operating costs and/or for staff to assist participants to move more rapidly from shelter to housing. There is no limit to the number of responses which may be submitted from within any CoCs geographic jurisdiction for the shelter support component.

Rapid Re-Housing Component: Either a single organization or a collaboration of organizations within a CoC's jurisdiction may submit a response to provide rapid re-housing for homeless individuals in emergency shelter or living in a place not designed for human habitation within the CoC. Only rapid re-housing responses from those CoC jurisdictions identified in Appendix 4 with numbers 10 through 19 will be reviewed. Collaborative responses may be submitted by a lead agency with one or more subcontractors as long as the organization submitting the response is designated the lead agency and agrees to be the primary contact with DHCD and produce all DHCD required and HUD required deliverables.

Homeless Prevention Primarily for Families including Tenancy Preservation Programs:

- a. An organization with an existing housing court approved Tenancy Preservation Program (TPP) may submit a homeless prevention response as a stand-alone TPP response to this RFR, provided that the organization administering the TPP can document that it has coordinated its program with other homeless prevention program within the CoC. ESG funds awarded as a result of this RFR to a TPP will be funded through the maximum of \$210,000 funds set aside for TPP. Whether a TPP is funded in a CoC will have no bearing on the amount of other Homeless Prevention funding a CoC may receive as a result of this RFR. Whether a TPP response is submitted from within a CoC's jurisdiction will have no impact on a CoC jurisdiction's ability to submit its response to Homeless Prevention Services if specified in Appendix 4.
- b. A single organization or a collaboration of organizations within a CoC's jurisdiction may submit a response to provide homeless prevention services primarily to families at risk of becoming homeless in accordance with the terms of this RFR. Only homeless prevention responses from those CoC jurisdictions identified in Appendix 4 with numbers 1 through 9 will be reviewed. A homeless prevention response may propose to use up to 20% of the funds requested for prevention to serve individuals at risk of becoming homeless in accordance with the terms of this RFR. Collaborative responses may be submitted by a lead agency with one or more subcontractors as long as the organization submitting the response is designated the lead agency; agrees to be the primary contact with DHCD; and is able to produce all DHCD required and HUD required deliverables.

A separate response is required for each ESG component. Only one response will be reviewed from each CoC's geographic jurisdiction for **either** Rapid Re-Housing or Homeless Prevention in accordance with Appendix 4. If more than one response is received, DHCD will ask the CoC convener to select, in conjunction with the Regional Network, one response for DHCD to review.

However, multiple responses from a CoC's geographic jurisdiction for shelter support may be reviewed.

C. RAPID RE-HOUSING FOR HOMELESS INDIVIDUALS

Through this RFR, DHCD plans to make available a total of up to **\$2,000,000** to assist homeless individuals residing in homeless emergency shelters to move quickly into permanent housing through rapid re-housing activities. A successful respondent will demonstrate how it proposes to use rapid re-housing funds as part of its effort to transfer emergency shelter to a Housing First model, with the ultimate goal of decreasing the number of shelter beds.

C1. Eligible Participants:

Eligible participants must meet the HUD [definition of homelessness](#) as defined by the ESG Interim Rule (published December 5, 2011). In addition an eligible individual must be in an emergency shelter or living in a place not meant for human habitation. For purposes of this RFR emergency shelter:

- Does not include Transitional Shelter Programs or Transitional Housing;
- Is a low threshold shelter where the shelter guest does not have to meet specific criteria other than being homeless with no place else to go; and
- Is a shelter where the guests do not have to sign an occupancy agreement or program participation agreement to access the shelter.

The respondent will be responsible for the eligibility determination and documentation of eligibility of each program participant prior to providing services with these funds and must comply with the record keeping requirements per 24 CFR part 576.500.

C2. Eligible Costs:

- a. Eligible costs include third party payments for one or more of the following activities as long as the payments are required for the household to obtain housing. Eligible costs for rapid re-housing vary depending on whether the individual is moving into housing which will have some publicly funded rental assistance. The following are the eligible costs for individuals moving from an emergency shelter or from a place not designed for human habitation into housing where **no publicly assisted rental assistance will be available**:

- First month's rent
- Last month's rent
- Security deposit up to one full month of rent
- Rental application fees
- Utility deposit/payments
- Moving costs
- Rental assistance through a shallow subsidy

The total of third party payments above may not exceed \$4,000 in a 24 month period.

- b. Eligible costs for rapid re-housing for individuals moving from an emergency shelter or from a place not designed for human habitation into housing where **publicly aided rental assistance is expected to be available are**:

- Security deposit up to one full month of rent
- Rental application fees
- Utility deposit/payments
- Moving costs

The total of third party rapid re-housing payments to assist an individual to move to housing where publicly assisted rental assistance is expected to be available may not exceed \$2,000 in a 12 month period.

Prior to authorizing any third party payments with ESG rental assistance funds, the successful Respondent must obtain the required documentation specified in the ESG Interim Rule; insure the housing unit identified for the individual meets HUD habitability standards and verify the rent is reasonable in accordance with HUD's rent reasonableness standards (24 CFR Part 576.105).

C3. Provision of Funds:

A successful respondent using ESG funds for the above listed eligible costs is responsible for ensuring that the total payments made on an individual's behalf do not exceed \$2,000 or \$4,000 as specified above within 12 months.

Successful respondents must conduct an initial eligibility intake and assessment to determine eligibility and level of need. Re-evaluations of each program participants' eligibility and the types and amounts of assistance the program participant needs must be conducted not less than annually for program participants receiving Rapid Re-housing assistance, in accordance with 24 CFR 576.401(b). DHCD will require housing retention reporting quarterly, so respondents need to be able to contact either the property owner or the tenant to verify housing retention on a quarterly basis.

D. HOMELESSNESS PREVENTION SERVICES PRIMARILY FOR AT-RISK FAMILIES

DHCD has prioritized expanding homelessness prevention as part of its housing and homelessness system redesign. DHCD currently provides HomeBase services to families eligible for emergency shelter in an effort to assist families return to the housing they would otherwise have to leave or to help families relocate to an alternative housing arrangement and avoid having to enter a homeless emergency shelter. These services play an integral role in the Commonwealth's continued approach to addressing homelessness.

The Governor's proposed budget for state fiscal year 2013 includes an additional \$8.5M for RAFT.

In support of these initiatives DHCD plans make available up to **\$1,494,652** through this RFR for Homelessness Prevention Services for at risk families and, in some cases, at risk individuals. Several CoCs requested that DHCD allow a small portion of ESG funds to be used for housed individuals in danger of being evicted if they meet all of the criteria specified in the ESG Interim Rule and in this RFR. In response DHCD agrees that respondents to this RFR requesting funds for Homeless Prevention Services **may** propose to use up to 20% of the funds requested to provide assistance to eligible individuals. The prevention services funded through this RFR will be targeted for "eviction prevention" and will include intervention services and/or financial assistance as needed to prevent episodes of homelessness.

DHCD has determined that for ESG Homelessness Prevention Services to be successful, the program must be part of a larger network of prevention resources. As such, RFR respondents must describe how the proposed program will link to other homelessness prevention services within the CoC's jurisdiction: including RAFT; HomeBase; the ICHH Regional Network; legal service organizations; Tenancy Preservation Program; and the appropriate DHCD Homeless Coordinator and any other homeless prevention resources which exist in the CoC which can support ESG participants.

In addition, to ensure that all of a CoC's prevention programs work together, DHCD has decided to set aside up to **\$210,000** for eligible Tenancy Preservation Programs which have agreed to integrate services within the network of prevention programs within a Regional Network and CoC. DHCD recognizes that historically TPPs have primarily served individuals with a disability. However, DHCD is providing these funds in an effort to move the TPPs toward serving more families at risk of becoming homeless.

Homelessness Prevention Services should be provided in close coordination with the DHCD Homeless Coordinators who may identify and refer families who would become homeless but for the ESG Homelessness Prevention Services.

D1. Eligible Participants:

The costs of homelessness prevention are eligible only to the extent that the assistance is necessary to help the ESG participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

The successful respondent must be the designated agency which will be responsible for the eligibility determination, and documentation, and producing all DHCD and HUD required deliverables.

ESG Homelessness Prevention funds may only be used to serve households which:

1. Meet the [new HUD definition of At-Risk of Homelessness](#)²;
2. Are currently housed and have received a writ of summary process³;
3. Are a party to a written lease or oral lease agreement between the individual and a property owner which can be documented;
4. Are not eligible for Emergency Assistance (EA). EA eligibility criteria can be found at 106 CMR: 309.020. These standards are posted at www.mass.gov/dta and can be viewed by selecting the *Program Eligibility Charts and Tables* link under Key Resources;
5. Have income at or below 30% of the applicable Area Median Income (AMI); and
6. Meet at least one of the following criteria:
 - prior episode of homelessness in an emergency shelter

²As defined by HUD in 24 CFR Part 91.5 and 24 CFR Part 576.500

³ DHCD will not require a judgment or execution order, however a 14 day 'Notice to Quit' will not suffice

- history of domestic violence
- presence of an adult or a child or youth with a diagnosed disability including mental illness or substance use disorder

D2. Eligible Costs:

- a. For purposes of this procurement, third party payments may be made for up to a maximum of **\$4,000** in a 24 month period for the following HUD-allowable expenses to support eligible households (as described above), provided the household or housing unit receives **no publicly assisted rental assistance** and the household is not moving to housing which is expected to have public assisted rental assistance:
 1. Financial Assistance paid to a third party, such as a property owner/manager, utility company, etc., on behalf of an eligible household for rent and/or a utility arrearage which would otherwise result in the loss of housing. There must be a utility bill in the name of the head of household or a family member who resides in the unit.
 2. Security deposit up to one full month's rent and/or first and/or last month's rent paid on behalf of a housed household whose tenancy cannot be preserved provided that the security deposit or first/last month rent for the household is not available to them through other sources, including the DHCD HomeBASE program, DHCD RAFT Program, HPRP, ICHH Regional Network funds and/or any other state or federally funded program. A family cannot receive assistance from two sources for the same period for the same cost type.
 3. Mediation programs or legal services to resolve landlord/tenant disputes.
 4. Direct service staff costs required to prevent eligible households from losing their housing and becoming homeless.
 5. Other innovative programs and activities designed to prevent households from losing their housing and becoming homeless.
- b. If the household is currently in housing for which the household receives any **publicly assisted rental assistance** or is moving to housing which is expected to have publicly assisted rental assistance, for purposes of this procurement third party payments may be only be made for up to a maximum of **\$4,000** for up to six months of the tenant's portion of a rental arrearage. Households in housing **with publicly assisted rental assistance may** only receive assistance with following HUD-allowable expenses to support eligible households:
 1. Payment of a rent arrearage of up to six months for the participant's portion of the rent for up to six months.
 2. Mediation or legal services to resolve a landlord/tenant dispute.
 3. Direct service staff costs required to prevent eligible households from losing their housing and becoming homeless.

4. Other innovative programs and activities designed to prevent households from losing their housing and becoming homeless.

D3. Ineligible Costs:

For purposes of this procurement, the following costs are not eligible for ESG funding:

- Costs incurred providing Homelessness Prevention Services to households for whom the HUD required documentation is not obtained in advance.
- Direct payments to individuals or families.
- Applications for other state or federal funds.
- Advocacy, planning, and/or organizational capacity building.
- Salary of case management supervisor, manager or support staff when not working directly with a family seeking assistance, unless these costs are included in the respondent's budget as direct overhead costs.

D4. Provision of Funds:

Through this RFR, an ESG contracted Homeless Prevention Services provider, other than a TPP, may provide on behalf of an eligible family or individual up to **\$4,000** as specified above to prevent homelessness. The provision of homelessness prevention assistance is contingent on the assistance being sufficient to preserve the tenancy in the current permanent housing or move into other permanent housing and achieve stability in that housing.

The respondent must re-evaluate program participants eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, in accordance with 24 CFR 576.401(b).

E. SHELTER SUPPORT

The ESG funding available for the Shelter Support category is not expected to exceed **\$1,949,400**. Due to federal changes, this will be a transition year for the ESG program. This component has traditionally been broken out into two eligible activities: Shelter Operations and Essential Services. These activities are now combined by HUD under one component, Shelter Support.

In addition to federal changes within ESG, through this RFR, staff funding is limited to those respondents moving to a Housing First model which request funding for a shelter case manager to assist shelter guests to increase an individual's income and other benefits making it more likely the Rapid Re-housing activities will be effective. Funds available through this RFR may not be used to fund basic shelter staff positions or for any costs for transitional shelter or transitional housing programs. DHCD encourages responses which request funds for community beds for homeless families.

E1. Eligible Costs:

Shelter support costs are those costs associated with operating emergency shelter and/or providing shelter services to homeless persons living on the street or in emergency shelter. It is DHCD's intent that ESG shelter support funding for services will be for positions to assist shelter guests develop a housing plan which includes increasing their income and gaining access to other benefits to increase participants success in moving quickly to housing and becoming stabilized in that housing.

DHCD intends that ESG shelter support funds for operating costs will be those costs incurred providing unfunded individual or family "community beds" that are open to all people who are in need of emergency shelter. DHCD has decided not to use these limited funds in support of transitional programs, but rather those programs focused in rapidly moving homeless individuals to housing. For purposes of this RFR, community beds are beds that are funded solely through local, regional and/or statewide fund raising, charitable donations, and/or through private foundations for which no state or federal funds are received. DHCD will review occupancy reports for those shelters it funds to verify that occupancy regularly exceeds capacity. Community beds may be in either individual and/or family emergency shelters. Respondents may propose a new location other than an existing emergency shelter for ESG funded emergency beds if they are for new short-term homeless emergency placements. Given the limited funds available, ESG shelter support funds will only be awarded to low threshold emergency shelters with unfunded beds that accept any homeless person in need who can safely be admitted, without a requirement to participate in any program activities. Community beds will not be funded if the facility requires guests to participate in services beyond:

- working with staff to develop and comply with a rapid re-housing plan; and
- agreeing to comply with basic safety shelter rules.

a. The following is an **example** of a response for operations of individual emergency community beds that could be funded under this category:

An emergency shelter for homeless individuals receives state funds to provide emergency shelter services for 30 individuals each night, but actually shelters 40+ unaccompanied adults every night year round. This organization could submit a response requesting operating costs for the 10 beds in this shelter for which no state or federal funds are received. These 10 beds would be considered unfunded community beds.

b. The following is an **example** of a response for operations and case manager for family emergency community beds that could be funded under this category:

Example: A regional network identified that a number of Emergency Assistance eligible households are being housed temporarily outside of the area because no shelter beds are available. Two shelters in the Network have identified alternate sites where each could provide community beds for 5 EA eligible or non-EA eligible families. The Regional Network has some United Way funds that could assist in this effort and the city is interested in combining funds

from CDBG and/or Home as match which would address much of the staffing needs. Each shelter could submit a response for the operating costs for community beds for which no state or federal funds are received. These 10 family congregate units would be considered unfunded family community beds for purposes of this RFR.

For purposes of this procurement, awards may be made for the following HUD-allowable ESG shelter support expenses:

Shelter Operating Costs:

- Maintenance
- Insurance
- Utilities
- Rent
- Beds
- Repairs
- Fuel
- Food
- Durable goods for use in temporary emergency shelters such as furniture, washers, dryers, refrigerators, and freezers.

Staff Costs for Activities directly related to Moving Individuals Quickly to Housing:

- Direct service case management staff costs required to help homeless households access benefits and resources needed to move into housing, pay for housing, and to remain stably housed.
- Transportation reimbursement for re-housing activities of participants
- Other innovative activities designed to quickly address the immediate needs of homeless households and move them out of shelter.

E2. Ineligible Costs:

The following are examples of ineligible shelter support costs that will not be funded through this procurement:

- Costs associated with operating transitional shelter programs, transitional housing programs, or permanent housing programs.
- Staff or contracted staff costs which provide traditional shelter staff services, including security details, maintenance staff, management support staff, or overnight staff.
- Recruitment or training of staff.
- Depreciation.
- Entertainment, time or travel, lodging or fees for attending conferences or retreats.
- Public relations or fund raising.
- Bad debts/late fees.

- Organizational costs not specifically associated with the ESG funded project.
- Costs associated with the organization rather than the ESG portion of the shelter.
- Mortgage or rental costs to a respondent or a respondent's subcontractor which has ownership or other financial interest in the facility or who has a subsidiary with ownership or another financial interest in the facility. **Note:** a landlord may not be the respondent or a subsidiary of the respondent is not considered a subcontractor.
- Advocacy, planning, and organizational capacity building.
- Existing services and staff (services must be new or provided to more persons). However, if the position has been funded with DHCD's ESG funds in the last twelve (12) months and the response is again selected for funding the position(s) may be re-funded.
- Salary of any staff when not working directly with a family or an individual seeking housing assistance, unless that staff time is included in the response budget as part of the organization's overhead costs.
- Advocacy, planning, and organizational capacity building.
- Staff recruitment or training.
- Purchase of a vehicle to provide transportation.

F. OTHER RFR REQUIREMENTS

F1. RFR Responses Separate by Component

An RFR response may be submitted in accordance with Section II. B. 1. Funding Components and Eligible Respondents. A response requesting funds under one component may not include costs from another component. It is a HUD requirement that funds be kept and accounted for separately between components. A shelter support respondent may also be the lead agency for the CoC jurisdiction's rapid re-housing or homeless prevention services respondent, or the CoC jurisdiction's homeless prevention services respondent as long as the responses are totally separate and one is not dependent on the funding of the other.

F2. CoC and Regional Network Support

Respondents requesting funds under this RFR must have endorsement from both the local CoC and the appropriate ICHH Regional Network verifying support for the proposed services, leveraging of appropriate resources, and documenting other collaborations which included the respondent.

F3. Homeless Management Information System Participation

As a condition of funding for the ESG, HUD requires the use of a specific data collection system called a Homeless Management Information System (HMIS) that collects specific HUD mandated data elements for each ESG participant. The respondent must agree that if funded it will conduct daily data entry of all HUD and DHCD required data for each person accessing ESG-funded services/beds as needed in compliance with all of the HUD HMIS data standards.

If the respondent is currently receiving HUD McKinney-Vento funds and is required to participate in HMIS, the respondent agency must currently be participating in HMIS and must have good standing as evidenced by producing a recent data quality report for an ESG program if funded by DHCD or for a CoC funded program. Preference will be given to those respondents which show at or above 90% data quality and 100% bed coverage.

G. SPECIFICATIONS AND GUIDELINES

G1. U.S. Department of Housing and Urban Development (HUD) Regulations:

Responses to this RFR must be consistent with ESG as defined in the ESG Interim Rule regulations (24 CFR Part 576). The contents of the response must demonstrate compliance with all applicable sections of the [ESG Interim Rule](#).

Because of the discretion given to ESG Grantees by HUD there will be some differences between the activities allowed under the ESG regulations and the services to be procured in this RFR. Where there are specific difference the terms of this RFR shall take precedence.

In accordance with the Interim Rule respondents may request ESG funds for a new or continued service under Rapid Re-Housing, Homeless Prevention or new or continued services under Shelter Support. ESG funds cannot be used to replace existing funding of services. Therefore respondents requesting funds to continue an existing service must specifically state how the service is currently funded listing each funding source and the amount of funding. Once a new or increased level of service has been funded by ESG, however, such service may, or may not, continue to be funded by ESG in subsequent years in compliance with the procurement specifications described in this RFR and in the Massachusetts Operational Services Division (OSD) procurement rules, listed on the OSD Procurement Center website.

G2. Homeless Persons Involved in Policymaking:

Recipients of ESG funds (except for states) are required by the ESG Interim Rule to provide for the participation of at least one homeless or formerly homeless person(s) in a policymaking function within the organization. This is expected to be the membership of a homeless person or formerly homeless person on the Board of Directors if the primary policy making and policy setting responsibility for the organization is with its Board of Directors. This requirement is included in the HEARTH Act legislation for the new ESG. However, if a legislative mandate or another reason prevents an organization from meeting this requirement and the reason is clearly documented, the respondent may propose an alternative method to ensure that a formerly homeless or homeless person(s) will have a voice in setting policy and procedures for the ESG funded program. **Respondents that do not clearly describe how their organization meets this requirement will not be funded under this RFR.**

G3. Homeless Persons Involved in Operations:

Additionally, all recipients are required to involve participants in the *operation* of the ESG-funded program. This includes ESG program participants' employment or volunteering in the program activities such as maintenance, general operation of facilities, or provision of services. This involvement can include paid and/or volunteer work.

Specifically, **Certifications on Use of Assistance** 42 U.S.C. 11375 (c) (7) states that each recipient shall certify to the HUD Secretary that, to the maximum extent practicable, it will involve, through employment, volunteer work, or otherwise, homeless individuals/families in maintaining, and operating facilities or in providing services aided under this part. **Respondents that do not clearly describe how the program for which it requests funding meets this requirement will not be funded under this RFR.**

G4. Municipal Approval of Responses to this RFR:

A state grantee that receives funds directly from HUD must make its ESG program allocation, available to the following recipients:

- Local governments in the state (any city, county, town, township, parish, village, or other general purpose political subdivision of a state), which *may* include cities and counties that are ESG grantees; or
- Private nonprofit organizations (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), provided that the individual authorized by the local government where the project is located certifies its approval of the project (see Appendix 3 Community Sign-Off).

The above certification is required from ESG Entitlement municipalities and those municipalities which have a HUD-required Consolidated Plan or which participate with other communities in a HUD-required Consolidated Plan. It does not apply to cities and towns which do not have or participate in a Consolidated Plan other than DHCD's.

G5. Collaboration and Leverage:

Respondents must demonstrate how they will collaborate and leverage this ESG funding with other local and regional organizations and other funds within the CoCs geographic jurisdiction to ensure that ESG services will be available to all qualified applicants and to ensure that ESG funds do not duplicate, but in fact enhance, the provision of services already available within the proposed service area. Leverage may include match described in Section G12. below.

Each respondent must include letters of support from the appropriate CoC Convener or Co-Chair and from partners within its community or region including a member of the Leadership Council of the local ICHH Regional Network. The CoC and ICHH Regional Network letters must document the respondent's ongoing and active participation in the local CoC and ICHH Regional Network planning processes and describe the level of collaboration the respondent demonstrates in coordinating homeless activities with other public and private resources and benefit providers. DHCD intends to give a

preference in its evaluation process under the Collaboration and Leverage criteria. The preference is for those responses generated by a documented inclusive CoC and/or Regional Network planning process that identified the most critical services for requests for DHCD ESG funds and which leveraged substantial funds as program match.

G6. Specifications of Procurement:

a. Multiple Contractors for Contract Performance:

DHCD anticipates that it will award multiple contracts as a result of this RFR because it is primarily through each CoC and ICHH Regional Network's expertise that gaps in services can be identified and addressed. Respondents may submit: a single agency response or a collaborative response including more than one organization which has designated the respondent as the lead agency. A separate budget must be included for each organization and proposed subcontractor in accordance with the terms of this procurement.

The lead agency, if awarded an ESG contract through this procurement, will be responsible for the following activities: executing the ESG contract with DHCD; serving as the liaison to DHCD for all communication; aggregating invoices and submitting a monthly invoice to DHCD; and ensuring that all HMIS required information is entered timely and meets both HUD and DHCD standards. Finally, the lead agency will be required to submit all required DHCD and HUD required deliverables and participate in all negotiations with DHCD.

b. Anticipated Duration of Contract - July 1, 2012 through June 30, 2013:

DHCD expects contracts awarded through this RFR to be limited to 1 year. However, in the event that HUD issues new regulations governing ESG at a time of the year which precludes DHCD from being able to re-procure services prior to the next fiscal year start, DHCD reserves the right to extend the current contracts for a specific number of months so that it can continuously serve ESG participants. If HUD eligibility changes preclude DHCD from being able to re-procure these services and establish contracts by July 1, 2013, DHCD and HUD may agree to extend any contracts awarded through this RFR the number of months required to re-procure under new HUD ESG regulations. If such an extension is required DHCD and HUD will determine the number of months required and whether all contracts need to be extended or whether one or more ESG components may be re-procured in a timely manner.

Target for Contract Awards

June 11, 2012

Anticipated Contract Start Date

July 1, 2012

G7. Response Content and Format:

Each response must be viable on its own if funded by ESG. One response cannot be contingent upon another response being funded. It is expected that responses requesting funds under one component may

face substantially more or less competition than responses requesting funds under another component. Submit a separate response for each component for which funds are requested.

Potential respondents should carefully review the complete RFR to identify all requirements. The primary descriptions, however, of the response content is contained both in this Section I. G, Specifications and Guidelines and in Section IV, Response, Evaluation Criteria and Scorecard.

An organization which has unfunded beds in two different shelters should submit a single multiple-site shelter support response, each shelter/site must be clearly identified by name and address and a separate line item budget with Attachments 1, 2, 3, 4, 5 and 6 must be submitted for each site. A description of both shelters should be included and a separate HUD HMIS Missing Data Report must be included for each site.

If a collaborative response is submitted the response must include a separate line item budget for each proposed sub-contractor and a description of the specific activities for which funding is requested for each subcontractor must be included. Budget Attachment 2, Performance Measures should be submitted separately for each subcontractor.

G8. Response Submission Instructions:

- a. Appendix 1. RFR Checklist identifies the elements of the submittal. Section IV A. 5 outlines the requirements for the narrative section and Section I. G. Specifications and Guidelines identifies the required Appendices and Attachments required with the Response. The submittal package must include one (1) original (clearly marked) with original signatures and five copies of the response in a sealed envelope or package. The copies of the response must be complete but do not need to contain original signatures.
- b. In addition, Comm-PASS Attachment 3: Fiscal Year Program Budget must be completed in Excel and an additional copy of Attachment 3 must be provided on a labeled Flash Drive. If multiple Attachment 3s are required for a response all of them should be on the same Flash Drive.
- c. Clearly identify on the sealed envelope/package: the respondent organization name, address, and the ESG Component under which funds are requested (Shelter Support, Homelessness Prevention, Homelessness Prevention/TPP if applicable, or Rapid Re-Housing) **and** RFR title **“DHCD2012-03S.”**

**RESPONSES NOT RECEIVED AT THE DESIGNATED ADDRESS OR NOT TIME STAMPED
AS RECEIVED BY 3:00 PM, MAY 8, 2012 WILL BE DISQUALIFIED.**

Responses must be submitted to: Procurement Manager
Dept. of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

ATTENTION: DHCD2012-03S

IMPORTANT NOTE: Bidders wishing to hand-deliver their response must go to the second floor at 100 Cambridge Street, Boston. A table will be set up to receive, time stamp and log receipt of ESG RFR responses between 1:00PM and 3:00PM on the second floor.

RESPONDENTS MUST ALLOW SUFFICIENT TIME TO HAVE THEIR RESPONSE TIME STAMPED BY 3:00 PM. RESPONSES NOT TIME STAMPED BY 3:00 PM CANNOT BE REVIEWED.

There will be a Respondents' Conference held on **Thursday, April 19, 2012, at 9:30 a.m.** at 100 Cambridge Street, 2nd Floor, Boston, MA, 02114. DHCD needs to provide a list of invited attendees to security personnel, so notification of the names of any individuals planning to attend must be submitted to Katherine.Cannon@state.ma.us by **noon on April 18th**. **Attendance at this conference is not a prerequisite for submission of a response.** Prospective Respondents needing clarification of information contained in the RFR must submit written questions to the contact person identified below by 12:00 p.m. on April 17, 2012. Similar questions received from multiple organizations may be consolidated. Questions determined to be of general interest will be answered during the Respondent's Conference and these questions and answers will be published on Comm-Pass. The identity of the organizations submitting questions will not be included. A public log will be kept of the names of all parties in attendance at the conference.

Upon arrival to 100 Cambridge Street, please proceed to the security desk on the second floor to obtain your temporary badge. You will need to verify your identity with a photo ID. Then proceed through the metal detectors and baggage scanner. Proceed through the glass doors at the end of the elevator lobby, and then turn left down the corridor to the suite of conference rooms.

Deadline for Written Questions

Written questions regarding this RFR must be received by 12:00 p.m. on Tuesday, April 17, 2012 by email or fax. **VERBAL QUESTIONS ASKED WILL NOT BE ANSWERED.**

Contact Name: Melissa Morrison

E-mail address: Melissa.Morrison@state.ma.us

Fax: 617-573-1285

Respondents' Conference minutes including written answers to questions submitted prior to the deadline will be posted on Comm-PASS by 5:00PM on April 20, 2012.

G9. Appendices Annexed to this RFR

All respondents must **complete and include the three (3) following Appendices**. They are found beginning on page 47 of this RFR. They are not available for downloading from the Forms & Terms tab of the Comm-PASS page for Solicitation Document Number **DHCD2012-03S**. The 3 Appendices which must be completed and returned with the Response are listed below and incorporated into this RFR as Appendices one (1) through three (3).

| Document Description | Action Description |
|-----------------------------------|--|
| RFR Checklist (Appendix 1) | Complete form and submit with response package. |
| RFR Summary Template (Appendix 2) | Complete form and submit with response package. |
| Community Sign-off (Appendix 3) | Complete form and submit with response package. |

In addition to the three Appendices annexed to this RFR, respondents must also attach a HUD HMIS Missing Data Report. Specifically, respondents participating in HMIS must print this report from its HMIS system or request the HUD HMIS Missing Data Report from its HMIS vendor or lead agency. The report must be for calendar year 2011 and be for the HUD or DHCD-funded program that most closely resembles the services for which the response was submitted.

Respondents must also include a letter from the CoC convener or co-chair, and a member of the ICHH Regional Network Leadership Council which each verify support of the respondents proposed services and which document the level of collaboration with other partners, the CoC and the Regional Network.

G10. Attachments Available on Comm-PASS

Each of the following required Commonwealth RFR Forms are incorporated herein by reference and published on the Forms & Terms tab of the Comm-PASS page for Solicitation Document Number **DHCD2012-03S**. The following list describes each form, and includes an action description for each. The RFR Forms that SHALL be returned as part of the response package are noted by the corresponding Action Description below.

| Document Description | Action Description |
|---|--|
| Massachusetts Substitute W-9 Form | Complete form and submit with response package. |
| Contractor Authorized Signatory Listing | Complete form and submit with response package. |
| Supplier Diversity Program Plan Form | Complete form and submit with response according to the instructions on page 34. |

| | |
|--|---|
| Authorization for Electronic Funds Transfer | Complete form and submit with response package ONLY if NOT previously executed. |
| Attachment 1: Program Cover Page | Complete form and submit with response package. |
| Attachment 2: Performance Measures | Complete form and submit with response package. |
| Attachment 3: Fiscal Year Program Budget | Complete in MS Excel and submit printed form(s) with each copy of the full response. An electronic copy on a Flash Drive containing the Attachment 3(s) is also required. |
| Attachment 4: Rate Calculation/Maximum Obligation Calculation Page | Complete form and submit with response package. |
| Attachment 5: Non-Reimbursable Cost Program Offset Schedule | Complete form and submit with response package. |
| Attachment 6: Capital Budget | Complete form and submit with response package ONLY IF requesting funds for Capital Expenditures |
| Commonwealth Terms & Conditions - Human and Social Services | Complete form and submit with response package ONLY if NOT previously executed. |
| Standard Contract Form | Execute only upon contract award. |

G11. Attachments Needed Prior to Contract Execution

In addition, prior to a contract being fully executed, successful respondents will be asked to submit a copy of the most recent annual audit and federally approved cost allocation plan, if applicable.

G12. Match Requirements

On the RFR Summary Template (Appendix 2), respondents must identify the value and source(s) of the program funds available as the organization's match for the activities for which ESG funds are requested. **The available match for the ESG services must equal or exceed the dollar amount of ESG funds requested. Respondents that do not clearly document how the organization meets the match requirement with letters from the original source of the funds will not be funded under this RFR.**

- a. Each ESG sub-grantee must match dollar for dollar the funding provided by HUD under this part as set forth in 24 CFR 576.201. This statute provides that a grantee may use funds from any source, including any other federal source (but excluding the specific statutory subtitle from which ESG funds are provided), as well as state, local, and private sources, provided that funds from the other source are not statutorily prohibited to be used as a match and that the funds are to be used for ESG eligible activities.
- b. Matching funds must be available from July 1, 2012 through June 30, 2013. If a respondent's ESG contract is extended updated match documentation must be submitted in advance of any contract extensions provided through this RFR. The same dollars used to match a previous ESG

grant may not be used to match a subsequent grant award under this part. If respondents need assistance identifying appropriate match resources, they should work with the local CoC convener or ask other organizations to assist in identifying the match requirement. Other options are: the respondent may meet the match requirements by providing the match itself from private sources; documentation from a CoC, Regional Network, or unit of local government which agrees to contribute funds to the Rapid Rehousing effort, Prevention Program, TPP or shelter; and by documenting the value of volunteer hours.

- c. It is the responsibility of the respondent to ensure that any funds used as matching funds are eligible under the laws governing the funds to be used as matching funds for ESG. Respondents are also required to maintain monthly documentation of expenditures of match funds for the ESG component's eligible activities.
- d. The following are acceptable program match as assets and operations:
 - Cash
 - Value or fair rental value of any donated material or building to be used by the respondents proposed ESG program in the proportion of the space to be used for ESG.
 - Value of a building lease needed to house the ESG program can be used as match in proportion to the percent of the building used for ESG occupancy.
 - Space, telephones, furniture, secretarial, clerical support, computers, HMIS costs for the program if any, supervisory time spent on specific client cases, if they are not included in the ESG funding may be used as match. In addition other direct and indirect administrative/overhead costs not included in the budget.
 - Any salary paid to staff to carry out the program for which ESG funds are requested
- e. For purposes of this RFR, the respondent is required to determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value.

G13. Technology Requirements – HMIS

Active participation in a HUD approved HMIS is required of all successful respondents. Participation includes, but is not limited to, the collection and input of client data at a data quality rate of 90% and completeness (bed coverage/participant coverage) rate of 100%.

Respondents which use an HMIS other than ETO must agree to conduct monthly data uploads to the state's HMIS. There are several software vendors that offer HMIS that meet HUD's requirements.

Providers may opt to participate in the state's HMIS or contract at their own expense with an alternate HUD recognized HMIS. A respondent currently participating in the state's HMIS can request either more information, or training on transferring data by contacting William.Silvestri@state.ma.us. Respondents not currently using an HMIS must contact Karen.Stevens@state.ma.us to become a registered user of the state's HMIS, or to provide documentation that it has engaged another HMIS software provider immediately upon notice of receipt of an ESG award.

The only exception to the HMIS requirement is for organizations with a primary purpose of serving victims of domestic violence. Such organizations are excluded by HUD from HMIS participation. However, each such organization must collect and enter all HUD required data elements into a non-HMIS database from which HUD reporting and data analysis can be done allowing the sub-recipient to meet its HUD and DHCD reporting requirements.

G14. Reporting Requirements

Respondents must agree to submit any and all DHCD and HUD reporting deliverables in a timely manner. Lead Agencies in a response with multiple service providers are responsible for ensuring that it can collect, aggregate and submit accurate subcontractor deliverables in a timely manner to both DHCD and HUD. DHCD expects to require monthly performance reports. The format of the report will be provided by DHCD upon the execution of ESG contracts.

G15. Additional Requirements

Respondents must agree to adhere the federal administrative requirements under 24 CFR Part 85 and 24 CFR Part 87. In addition, successful respondents and sub-contractors must comply with tracking employee time and activities per the ESG interim rule (24 CFR 576.500). Finally successful respondents must comply with both, the Conflict of Interest and Faith Based requirements in the ESG Interim Rule at 24 CFR parts 576.404 and 576.406, respectively.

SECTION II: PERFORMANCE MEASURES/MONITORING and EVALUATION

A. PERFORMANCE MEASURES

In addition to advancing the Housing First philosophy and Rapid Re-Housing model, the Commonwealth, through this RFR, has the following goals:

- Reduce the number of people becoming homeless and needing to be sheltered;
- Reduce shelter lengths of stay;
- Reduce the number of homeless people in shelters; and
- Strengthen existing CoC and ICHH Regional Network planning and activities through measuring shelter length of stay and ensuring that all eligible potential participants in a CoC jurisdiction are equally able to access ESG services for which they are eligible.

At any time during the contract period, DHCD reserves the right to negotiate changes to the original contract, performance specifications and performance outcomes/measures, consistent with the terms of this RFR, upon reasonable notice to the contractor.

B. MONITORING AND EVALUATION

In addition to the reporting requirements described earlier, DHCD will monitor contractor compliance through desk reviews of information submitted by the contractor (including, but not limited to, a review of the contractor's submission of payment invoices, utilization by service type, HUD Missing Data Reports, compliance with corrective action plans or other requirements, if applicable, and a review of the Uniform Financial Reports or "UFR"), as well as through on-site reviews conducted as needed during the contract duration. The on-site reviews may include representatives from other Commonwealth agencies and/or their designees. These on-site reviews may include, but will not be limited to, a review of the following: issues raised as a result of desk reviews; compliance with eligibility and general contract requirements, including the Commonwealth's Terms and Conditions for Human and Social Services and the Emergency Solutions Grant RFR terms and requirements; verification of internal control procedures for reporting on performance; back-up fiscal documentation to support the expenditure of funds for which ESG invoices have been submitted; back-up fiscal documentation to support the expenditure of match funds in an amount equal to those specified in the response; evidence of linkages and local collaborations; and compliance with meeting contracted performance goals. This information will be collected through interviews with administrative, fiscal and programmatic staff, as well as a review of client records and conducting client interviews.

DHCD and HUD reserve the right to conduct unannounced site visits to both contractor and sub-contractor sites. A 30-day corrective action plan may be required to be submitted to DHCD to correct any outstanding monitoring or performance issues. DHCD reserves the right to amend or cancel contracts based on contract non-performance, non-compliance or under-utilization.

SECTION III: FISCAL SPECIFICATIONS

A. ACQUISITION METHOD

Successful respondents will receive a cost reimbursement-based Purchase of Service Contract with DHCD.

B. ANTICIPATED FUNDING, EXPENDITURES AND COMPENSATION STRUCTURE

All contracts awarded through this procurement will have a Maximum Obligation Amount. The contractor will be required to submit timely and complete monthly invoices of actual expenditures and will be reimbursed through a cost reimbursement system.

After contract award notification, each successful respondent will be provided with an ESG Contract for signature by the respondent's authorized signatory. Contracts must be returned to DHCD for its signature and execution. **Costs may NOT be incurred prior to the contractor's written notification by DHCD of the start date of its contract(s). Contractors will receive specific billing instructions from DHCD to invoice for reimbursement under the ESG program.**

Payments will be processed through the MMARS system, the Commonwealth's accounting system. ESG contractors must use Electronic Funds Transfers (EFT). EFT allows for payments to be made from the Commonwealth to contractors electronically and is the preferred method of payment for all payees doing business with the Commonwealth. Use of EFT significantly reduces payment delays through a reduction in processing and mailing time. Registering a contractor for EFT payment requires completion of an "Authorization for Electronic Funds Payment" form by the contractor and submission to DHCD as part of contract execution.

C. ADDITIONAL FUNDING CONSIDERATIONS

ESG contractors will be required to bill in a timely manner. All invoices and service delivery reports must be submitted by the 10th of each month following the month of service delivery. DHCD reserves the right to take whatever action is deemed necessary to ensure its ability to meet its fiscal reporting deadlines. The Ready Payment System will not be used for contracts awarded through this RFR.

D. VALUE OF PROCUREMENT

The value of this procurement is up to **\$5,654,052**. Contracts are expected to be issued for twelve (12) months with the potential for a contract extension if necessary. Respondents requesting funds for either Rapid Re-Housing or Homeless Prevention must use **Appendix 4: CoC Need/Capacity/Maximum Funding Matrix** to determine the maximum funding amount to be requested for services to a particular CoC's jurisdiction wide response. This Matrix was developed in response to requests from multiple CoCs for guidance on how DHCD may proportion funding based on need. Appendix 4 was developed after DHCD's collaboration and consultation with each CoC. Each CoC's homeless population was taken from the HUD published 2011 Point in Time Count data. The counts used were the number of households in emergency shelters and/or living in a place not meant for human habitation.

Successful respondent funding awards will be dependent upon the scope of the response and the amount of award may not reflect the full amount requested for the following reasons:

- a) The budget may be decreased based on the Selection Committee's removal of ineligible costs; and/or
- b) DHCD may determine that it would not be the best value for the Commonwealth to fund the response for the full amount requested.

E. FUNDING CHANGES DURING THE CONTRACT PERIOD

Decreases: Amendment to decrease an ESG contract may be made during the contract period. Decreases may be made when:

1. An ESG contractor has not met its performance goals for two consecutive months;
2. The need for a particular service decreases in a geographic area;
3. If state or local government funds become available for a program the ESG contribution will be reduced by an equal amount; or
4. Program monitoring by HUD or DHCD identify ineligible services, costs or activities.

Increases: If additional funds become available during the contract year through decreases, insufficient qualified responses to award all funds, or otherwise, DHCD reserves the right to:

1. Fund qualified responses to this RFR which it was unable to fund initially because sufficient funds were unavailable at that time,
2. Increase funds to one or more respondents at a higher level than initially awarded because of an unexpected increase in need for a particular service in a particular geographic area;
3. Increase funds to a Rapid Re-Housing contractor which has substantially exceeded its performance outcome goals;
4. Increase funds to a Homeless Prevention contractor which has substantially exceeded its performance outcome goals;

DHCD will award such funds to in the following manner: first, to emergency shelters with a critical need for funding due to an increased emergency shelter demand; second, to rapid rehousing programs which have far exceeded contracted performance goals; third to qualified responses to this RFR which it was unable to fund initially because insufficient funds; and fourth to homeless prevention programs which have far exceeded contracted performance goals.

SECTION IV. RESPONSE, EVALUATION CRITERIA AND SCORECARD

A. CONTENT OF RESPONSES

Respondents must submit a separate response for each component:

- | | |
|----|--|
| 1. | Rapid Re-Housing for Individuals |
| 2. | Homelessness Prevention, a Mass Housing funded Tenancy Preservation Program response submitted separately from the full CoC's Homeless Prevention response |
| 3. | Shelter Support |

All responses to this RFR shall include the following:

A1. Letter of Transmittal

A standard business letter, on official letterhead, signed by an individual authorized to negotiate and execute a contract for the respondent. The Letter of Transmittal shall state that the response is effective for a period of ninety (90) days from the response due date and shall also state that the respondent accepts all the guidelines, terms and conditions set forth in this RFR in their entirety and without modification or amendment. The Letter of Transmittal shall contain the name, address, e-mail address and telephone number of the respondent's contact person, as well as the legal name and address of the respondent and the names and addresses of the respondent's principal officers, plus the legal name and address of any proposed subcontractor(s).

ESG funds cannot be used to replace existing (non-ESG) funding of services. If the respondent is requesting funds for a new service or a quantifiable increase in the level of service above that provided during the immediately previous twelve (12) month period, the Letter of Transmittal shall indicate this and state that if funded, ESG funds would not replace existing funding.

A2. Debarment

A statement that neither the respondent nor any proposed subcontractor is now or ever has been subject to any state or federal debarment order or determination, or a statement detailing the date and circumstances of any such debarment. DHCD will not contract with a vendor that is currently debarred.

A3. HMIS Missing Data Report

Current ESG contractors, DHCD shelter contractors, and CoC funded providers must submit an HMIS Data Quality Report. This program level report must be produced by the HMIS software currently being used by the respondent. The report will include for each of the HUD required data elements the percentage of missing data and should include the number of current participants in the program, and the name of the program. This report should reflect a program that provides similar services as those for which funds are requested under this RFR, if available. A current ESG contractor must submit an HMIS Data Quality Report for its ESG Program(s). The only exceptions to this requirement are for those respondent organizations with the primary purpose of providing domestic violence related services and/or which organizations which have not been required to use an HMIS.

A4. Homeless Participation

1. A certification statement signed by the respondent's authorized signatory that the organization's Board of Directors currently includes a member who is either currently homeless or formerly homeless. If there is a reason the organization's Board of Directors does not have such a member, such as legislation that names the Board, etc. the respondent should attach an explanation of the reason such a member is not included on the Board. The respondent must also describe how it proposes to ensure that a homeless or formerly homeless individual participates in policy making and decision making with regard to policies, procedures and protocols governing the program(s) which receive ESG assistance. If the organization has a separate primary policy making and decision making entity, provide a description of the entity signed by the respondent's authorized signatory certifying the nature of the policy setting

and decision making entity and whether it currently includes a member who is homeless or formerly homeless.

2. A description of the current involvement of persons who are homeless and/or formerly homeless in the respondent's organization and how the organization maximizes the extent to which it involves, through employment, volunteer work, or otherwise, homeless individuals/families and former and current ESG participants in maintaining, and operating facilities and/or in providing services funded in whole or in part through ESG. The description should include the number of homeless and/or formerly homeless staff, volunteers, and/or ESG participants currently employed volunteers, or otherwise contributing to the operation of the organization.

A5. Narrative Response Guidelines

In addition to certifying that the specifications as set forth in the RFR will be met, respondents must also answer questions in the narrative portion of their respective responses. Respondents should clearly identify the ESG component: Shelter Support; Rapid Re-Housing; Homelessness Prevention, or Homeless Prevention/TPP under which it is requesting funds. Respondents should refer to the appropriate section of the RFR and to the appropriate section of the ESG Interim Rule for a complete description of each specification.

These questions must be answered in a narrative that should be no more than 10 typed pages (12-point font with 1 inch margins), not including the required Attachments and Appendices.

1. The following are the elements which must be included in the respondent's narrative response:

- a. A description of the respondent's experience providing the services for which it requests funds under the RFR. Include a brief description of the target population(s) that will be served by the funds requested in the response. For the most recent full year of prior experience, if any, this description should also include:
 - The number of individuals and/or families served;
 - A description of the outcomes obtained and the number of each type of outcome obtained;
 - The cost of operating the program and the amount of funds and the funding sources that supported the program's most recent full year of experience.
- b. A description of the respondent's collaboration efforts for this response including documentation of the match and leveraged funds obtained for this response including those from partners providing similar services. Documentation of match must be submitted for each RFR response. Documentation must be provided by the original source of the match and must specify the origination of the funds.

Example: An organization operating a homeless individual emergency shelter is funded by DHCD to provide 66 beds and 132 meals each day. However, they actually provide a minimum of 99 beds and 198 meals each day year round because they were able to use funds raised privately to renovate the third floor to accommodate additional people. The documentation of match in this case would be a letter or e-mail from the organization's DHCD contract manager that specifically states the contracted facility costs, food costs, utility costs, etc. paid by DHCD could be used as a state match for the ESG funds requested for homeless individuals above the 66 for which costs were paid. The respondent explained in the response that 1/3 of the facility costs were a match for the funds being requested for a case manager to assist residents to quickly maximize their income. **The activities funded through the match must be activities that if included in the response would be eligible for ESG funding under the terms of the RFR.**

- c. In addition letters of support from the CoC and Regional Network must be attached and must include a description of the respondent's active participation and collaboration with CoC and/or Regional Network members in previous or current programs. Verification of active CoC and ICHH Regional Network participation and collaboration must be provided in the form of a letter(s) signed by the CoC Lead Agency and a member of the ICHH Regional Network Leadership Council. One letter may be signed by both or two letters may be submitted. The letter(s) must describe any collaboration and match/leverage from these sources that will benefit participants in the program for which ESG funds are requested. Include details of strategic community partnerships naming each partner/collaborator and include a brief description of what each will bring to the program, how each partner will enhance the services available to families and/or individuals to be served with ESG funds, and how services will be coordinated to avoid duplication. The local CoC and ICHH Regional Network may want to include a description of how the proposed activities will support the work of the local CoC and ICHH Regional Network, if applicable.
- d. Completed Appendix 3(s), Community Sign-off, with the signature of the jurisdictional leader or his/her designee must be included in the response. If the program has program sites in multiple communities, the Community sign-off must be obtained from each community(ies) where the program site(s) will be located if that municipality has either its own or participates in another Consolidated Plan other than DHCD's.
- e. Narrative Description of Need and Program Design for **Rapid Re-Housing for Homeless Individuals responses:**
 - i. Describe the geographic area to be served and the demographics of the population to be served throughout the CoC (i.e. will the program focus on chronically homeless individuals and access wrap-around services, will a particular length of stay be a factor i.e. shortest/longest, will income be a factor, will the existence of or likelihood of VASH or other rental assistance be a factor?) to providing any ESG Rapid Rehousing services. Also

- identify any circumstances or characteristics that would likely make a shelter guest ineligible.
- ii. Estimate the number of homeless adults in emergency shelter or on the street in the CoC jurisdiction which the program will identify for a Rapid Re-Housing intake and assessment. (For example will the ESG program enroll 100 of the 1,000 unduplicated shelter guests served in the CoC during the year?) Describe how the respondent will be able to secure appropriate HUD-required documentation of eligibility prior to providing any ESG Rapid Rehousing services. Describe how the intake and assessments will be done, where and by whom.
 - iii. Describe the specific services to be provided to eligible DHCD ESG funded participants by the respondent and separately for each proposed contractor, if any. Include a description of how the housing will be identified and by whom, describe the services to be provided to or available as needed to participants in assisting him/her to identify and lease a unit, budget, finalize occupancy arrangements, obtaining furniture and moving in. Describe what if any follow up arrangements will be made with the participant and/or property owner.
 - iv. Describe how and by whom rent reasonableness, leasing requirements and the other HUD mandates for Rapid Re-housing will be verified and documented. Identify the sites where services will be provided.
 - v. Identify the anticipated performance measurement outcomes as well as the means and methods for documenting and measuring outcomes. Provide a work plan and implementation schedule, including a monthly projection of the number of households to be enrolled, the number to be rapidly re-housed, and the number expected to retain their housing.
 - vi. Describe how you expect, if you do, these resources to impact the average shelter length of stay in the CoC.
 - vii. Describe how the program expects to be able to report on the housing retention of program participants at 6 months and at 12 months.
- g. Narrative Description of Need and Program Design for **Homelessness Prevention Services for At Risk Families which may include up to 20% At Risk Individual households:**
- i. Describe the geographic area to be served and any specifics of the population to be identified for homeless prevention services throughout the CoC (for example, will the existence of, or likelihood of other publicly assisted rental assistance, such as a subsidy be a factor in determining eligibility, will location within the CoC be a factor?)
 - ii. Estimate the number of households, individual and family, receiving a Writ of Summary process over the course of the year within the CoC and estimate the number of households by individual and family that you expect to complete an ESG intake, assessment and enrollment for this program. Of that estimate, please estimate the proportion of the ESG enrollments expected to have some type of publically assisted rental assistance, other than ESG, during participation in the homeless prevention program.

- iii. Identify the method(s) of outreach, if any is needed, to the anticipated constituency and identify the location(s) at which the services will be provided.
- iv. Describe how the respondent will be able to secure appropriate HUD-required documentation of eligibility prior to providing ESG homeless prevention services. Describe how the intake and assessments will be done, where and by whom. Describe how and by whom income, eligibility, rent reasonableness, leasing requirements and the other HUD mandates for homeless prevention documentation will be verified and documented. Identify the sites where services will be provided.
- v. Describe the proposed approach to delivering homeless prevention services including a clear and specific process for determining the type, level, and duration of assistance for each program participant; the estimated average benefits to be provided to eligible participants, the criteria the proposed program will use throughout the geographic area to determine eligibility for the ESG services; and any financial or other household circumstances or characteristics that are likely to make households ineligible.
- vi. Describe the specific services to be provided to eligible DHCD ESG funded participants throughout the CoC by the respondent and separately for each proposed contractor, if any. Identify the services to be provided to a household in receipt of a writ of summary process to prevent the eviction from occurring, particularly services provided to assist a participant to negotiate with the property owner to prevent the eviction and establish a rent agreement. Include a description of how, when needed, alternate housing will be identified and by whom, and describe the scope of services to be provided to assist participants needing to relocate. The individuals(s) expected to provide these services have already been identified, attach the resume(s) and job description(s) to the appropriate narrative. Include job descriptions for those positions which will be new hires.
- vii. Identify the anticipated performance measurement outcomes as well as the methods for documenting and measuring the outcomes. Provide a work plan and implementation schedule, including a monthly projection of the number of households to be enrolled, the number to be rapidly re-housed, etc.
- viii. Describe how you expect, if you do, these resources to impact the average shelter length of stay in the CoC.

h. Narrative Description of Need and Program Design for Shelter Support:

- i. Describe the need for ESG funds for operating costs incurred providing individual or family “community beds” funded through local, regional and/or statewide fund raising, charitable donations, and/or through private foundations for which no state or federal funds are received. Also identify whether these are existing unfunded beds or if they will be a new alternate resource. Identify whether the community beds will be in an existing individual and/or family emergency shelter or in a location other than an existing shelter location. If these are unfunded beds in an existing state or federally funded shelter program, identify the

- appropriate contract staff person within the primary funding source including name, telephone number and e-mail address.
- ii. Describe both the emergency shelter or other emergency placement facility for which funds are requested, including a description of the target population for the beds, whether the beds will serve families or individuals, the number of households to be served at a point in time, the maximum length of stay per resident, the hours of operation, services to be provided and by whom if not the respondent and how the eligible population will be identified.
 - iii. Include the specific annual goals and outcomes to be accomplished with the ESG funds, and how this outcome will be measured.
 - iv. Identify the specific services to be provided to homeless individuals and/or families and describe the portion of the shelter guests who will receive the services.
 - v. For any services that are proposed but will not be provided by the respondent, describe how, where, what and by whom the services will be delivered and describe the qualifications of the individuals providing the service. For services to be provided by the respondent organization, describe where and by whom the services will be provided.
 - vi. Identify the outcomes that will be achieved through provision of the services, including the number of each type of outcome and how achievement of each outcome will be measured. Provide the data on past performance, if applicable, that forms the basis of the determination that households receiving the proposed services will move more quickly from being homeless to being housed.
 - vii. Identify what efforts have been made to secure other funding for the services proposed. Identify whether the services to be funded are services currently provided or whether the ESG funds are requested to provide new services or substantially expand existing services. If services are currently provided identify the current funding sources and amounts.
 - viii. If the individuals expected to provide these services have already been identified, attach the resume(s) and job description(s) to the appropriate narrative. Include job descriptions for positions that will be new hires.
 - ix. Provide a timetable and implementation plan and a monthly projection of outcomes to be obtained and a projected decrease in the average length of shelter stay, if applicable.

A6. Budget Attachments

POS Budget Attachments 1, 2, 3, 4, 5, and 6 are required submissions to this RFR, in accordance with the instructions in Section I. G. 10. Attachment 3: Fiscal Year Program Budget must include the full program budget. This Attachment should identify all funding sources for the program proposed in response to this RFR but only the ESG portion should be included as DHCD reimbursable costs. In addition to the original and five copies of all Comm-PASS attachments which are required as part of each response, the Attachment 3: Fiscal Year Program Budget must also be submitted in an Excel format on a flash drive or a CD-ROM.

If subcontractors are proposed, a separate budget must be submitted for each. Failure to provide a separate budget for each subcontractor will result in rejection of the respondent's submission.

A7. Attachments and Appendices

All attachments and appendices required by this RFR must be submitted. Please refer to Section I.G. 10.

B. EVALUATION

Responses will be evaluated as follows:

B. 1. Compliance with Submission Requirements:

The Procurement Management Team (PMT) will first review each response to determine if it satisfies all RFR submission requirements. A Response that does not meet the basic submission requirements such as: does not include all necessary attachments listed on Appendix 1. RFR Checklist; does not meet both homeless participation requirements; does not include separate budget forms for all shelters and all subcontractors, or does not comply with another RFR requirement may be considered non-responsive and be disqualified without further evaluation.

If multiple responses from a CoC are received for Homeless Prevention (other than TPP) or for rapid rehousing all but a single response will be disqualified. If a rapid rehousing response is received for a CoC identified on Appendix 4 as requesting Homeless Prevention, that response will be disqualified. If a homeless prevention response (other than TPP) is received for a CoC identified on Appendix 4 as requesting rapid rehousing, that response will be disqualified.

If time permits the PMT may, at its discretion, determine that noncompliance is insubstantial and can be corrected, or that an alternative proposed by the respondent is an acceptable substitute. In such case the PMT may seek clarification, allow the respondent to make minor corrections, apply appropriate penalties in the evaluation, or apply a combination of all three remedies. A respondent that is currently debarred or does not provide certification documenting how it currently meets the HUD requirement for inclusion of a homeless and/or formerly homeless person(s) on its Board of Directors or the respondent's equivalent decision making and policy setting entity **shall** be disqualified. A respondent that was previously debarred, but is not presently debarred, may be disqualified if the PMT concludes that the circumstances of the debarment would render the respondent inappropriate as a provider of the proposed services.

A shelter that is not an Emergency Shelter under the terms of this RFR will be disqualified, a family shelter which does not keep families intact, such as not allowing 18 year old males as family members will be disqualified,

B. 2. Supplier Diversity Program (SDP)

PLEASE NOTE: FOR THE PURPOSES OF THIS RFR, PARTICIPATION IN THE SUPPLIER DIVERSITY PROGRAM IS OPTIONAL FOR PROVIDERS REQUESTING A COMBINED TOTAL OF LESS THAN \$150,000 ACROSS ALL FUNDING CATEGORIES. PARTICIPATION IS MANDATORY FOR PROVIDERS REQUESTING A COMBINED

TOTAL THAT EXCEEDS \$150,000 ACROSS ALL FUNDING CATEGORIES AND IS SUBJECT TO THE REQUIREMENTS SET FORTH BELOW.

Massachusetts Executive Order established a policy to promote the award of State Contracts in a manner that develops and strengthens businesses certified as Minority and/or Women Business Enterprises (M/WBEs) by the Supplier Diversity Office (SDO), formerly known as the State Office for Minority and Women Business Assistance (SOMWBA). As a result, M/WBEs are strongly encouraged to submit bid responses to this RFR, either as prime vendors, joint venture partners or subcontractors. All Bidders, regardless of their certification status, are required to submit a completed SDP Plan Form as part of their response for evaluation. It is required that Supplier Diversity Program participation accounts for no less than 10% of the total points in the evaluation. Higher evaluation points may be awarded to SDP Plans that show more commitments for use of certified vendors in the primary industry directly related to the scope of the RFR, subcontracting expenditures and partnerships for the purpose of contracting with the Commonwealth.

DHCD **requires** bidders to make a significant commitment to partner with certified Minority- and Women-Owned Businesses in order to be awarded a contract. An SDO-certified Bidder (formerly known as SOWMBA-certified) may not list itself as being a Supplier Diversity Program Partner to its own company. All certified businesses that are included in the bidder's SDP proposal are required to submit an up-to-date copy of their M/WBE certification letter. In addition, a narrative statement can be included to supplement the SDP Plan Form providing further details of the SDP commitments. The submission of this narrative statement does not replace the requirement of the SDP Plan Form. Bidders must submit one form for each M/WBE SDP Relationship. **Please note that no bidder will be awarded a contract unless and until they agree to commit to at least one (1) of following three (3) SDP components:**

1. **Subcontracting:** If Bidder commits to Subcontracting in their SDP plan, then they must commit to subcontract a specific dollar amount, or a minimum percentage of dollars earned through an awarded contract, with a SDO-certified company. Although this is only one of several options to meet the requirements for participation in the Supplier Diversity Program, Bidder's submission of subcontracting commitments may be weighted most heavily. DHCD will set timelines for progress reviews (either quarterly or semi-annually) for the purpose of compliance and tracking of submitted commitments. Please note that all subcontracting partnerships require inclusion of that contract between the Bidder and the M/WBE subcontractor in the Bidder's bid package.
2. **Ancillary Uses of Certified M/WBE Firm(s):** If a Bidder commits to Ancillary Uses of certified M/WBE firm in their SDP plan, then they must include dollar or percentage expenditure commitments for use of these firm(s) with or without the use of written commitments between the Bidder and the M/WBE Firm(s). A description of the ancillary uses of certified M/WBEs, if any, must be included on the SDP Plan Form. Ancillary services are generally not directly related to the core services or commodity being delivered. As an example, a bidder providing

consulting services who purchases office supplies or equipment maintenance from a SDO-certified company is an example of an ancillary agreement.

3. **Growth & Development:** If a Bidder commits to Growth and Development in their SDP plan, then they must submit a plan with expenditure commitments for education, training, mentoring, resource sharing, joint activities, and assistance that would increase industry capacity and the pool of qualified SDO-certified companies.

Once an SDP Plan is submitted, negotiated and approved, DHCD will then monitor the contractor's performance.

Resources available to assist Prime Bidders in finding potential M/WBE partners can be found on the [Supplier Diversity Program website](#).

B. 3. Evaluation of Qualified Responses:

The PMT will operate under the direction of the Associate Director of the Division of Housing Stabilization and staff. The PMT will evaluate responses using the following ratings:

Good: The response reflects an understanding of the level of need in its area for the proposed service, the specific population it plans to serve, the HUD requirements for this funding, and the issues it will encounter in providing services, and satisfies all RFR requirements and exceeds the RFR requirements in three of the criteria listed below.

Satisfactory: The response reflects an understanding of the population it plans to serve, the HUD requirements for this funding, the issues it will encounter in providing services, and satisfies all RFR requirements.

Unsatisfactory: The response does not reflect an understanding of the issues involved, the RFR, or HUD requirements and/or does not satisfy all of the basic requirements.

Input from additional DHCD program and fiscal staff may be requested from the PMT as questions arise. The PMT will complete a single evaluation form for each response that reflects the consensus.

B. 4. Evaluation Criteria:

1. RESPONDENT'S EXPERIENCE AND PROGRAM SERVICES ARE REASONABLE, AND HAVE MEASURABLE OUTCOMES (35 PTS.)

The respondent's experience providing the services for which it requests funds under the RFR. Preference will be given to respondents who demonstrate substantial expertise in managing, designing, implementing and operating programs similar to those for which its response requests ESG funds. Respondents must demonstrate that the program will have a quick start up time, and that the program design is based on evidence-based practices and lessons learned from HPRP and/or other related Homelessness Prevention, Rapid Re-Housing or shelter support initiatives.

Preference will be given to Respondents demonstrate their ability to achieve substantial measurable outcomes by maximizing the funding available and requested.

2. COMMUNITY COLLABORATION AND PARTICIPATION (15 PTS.)

Preference will be given to a respondent working within a community where services are coordinated, provided it documents solid working relationships with local and/or regional CoCs, and the ICHH Regional Network, and submits the required documentation from the appropriate CoC Lead Agency and the ICHH Leadership Council in support of its response that each include a description of the respondent's history of collaboration within the CoC and Regional Network. The respondent must also demonstrate having experience working with property owners to house or prevent eviction of homeless and at-risk of homeless households. For homelessness prevention services, a demonstrated relationship collaborating with housing courts, property owners, local Housing Authorities, other prevention programs within the CoC and collaboration with regional non-profits and regional networks is preferred. Responses must be in compliance with the ESG Interim Rule which became effective January 5, 2012.

3. PARTICIPATION IN HOMELESSNESS MANAGEMENT INFORMATION SYSTEMS (15 PTS.)

Preference will be given to a respondent who demonstrates 100% bed coverage participation in an HMIS system with data quality at or above 90% as specified in Section IV.A.3.

4. BUDGET INCLUDING STAFF RESUMES AND/OR JOB DESCRIPTIONS, LEVERAGING AND MATCH (25 PTS.)

Preference will be given to those respondents that leverage existing staff as opposed to hiring new staff for program activities. Respondents will also be evaluated based on the proposed number of outcomes and cost per outcome. Preference will be given to Respondents that include a firm match commitment as evidenced through a letter from each original funding source (state, federal, municipal, private) that specifies the activities which the match will fund and clearly shows that the funds are to be used for ESG eligible activities services.

5. PARTICIPATION IN THE SUPPLIER DIVERSITY PROGRAM (10 PTS.)

If applicable, preference will be given to Respondents with substantial Supplier Diversity Program participation as described in Section IV. B. 2 of the RFR.

Overall: Preference will be given to respondents demonstrating substantial experience with and a superior understanding of the specific needs of the proposed target population; providing substantial information/documentation of the range of resources and collaborations to be utilized in providing the services identified in its response; and providing clear and specific enough information for DHCD to see how the proposed services comply with HUD requirements and to understand how the program will likely be able to obtain the appropriate performance measures and to assess the program's past positive

performance against its goals and costs per outcome for similar programs. Using the point values listed below, the review committee will arrive at an overall rating for each response.

| | | |
|--------------|--|-------------------|
| 1. | Respondent has substantial experience with similar programs, services clear & can be reasonably expected to result in positive outcomes for households and has measurable outcomes and history of strong outcomes. | 35 points |
| 2. | Experience, Coordination and Community Collaboration and Participation | 15 points |
| 3. | Participation in HMIS | 15 points |
| 4. | Budget | 25 points |
| 5. | Participation in the Supplier Diversity Program | 10 points |
| TOTAL | | 100 points |

B5. Selection

Final decisions will be posted on Comm-PASS. All respondents will be notified of the final funding awards. Once the successful respondents have been notified of their selection, DHCD or its Designee will begin negotiations, as needed, with successful respondents to reach a contractual agreement. Negotiations are limited to terms and conditions specifically addressed in the RFR and the respondent's response and/or to matters that do not significantly alter such documents and may include issues with the budget. If DHCD fails within a reasonable length of time to reach agreement with a selected respondent, it may disqualify that respondent.

B6. Debriefing/Appeals: Administrative Appeals to Department

Non-successful respondents may request a debriefing from DHCD. Written requests for a de-briefing must be sent by first class mail addressed to the contact person listed in the RFR, and must be received by DHCD within 14 days of the notification of respondent selection. Non-successful respondents aggrieved by the decision of DHCD must participate in a debriefing as a prerequisite to a request for review by the DHCD Undersecretary or his designee.

The basis for a request for review by the Undersecretary is limited to the following: (1) the competitive procurement conducted failed to comply with applicable regulations and guidelines. These are limited to the requirements of 801 CMR 21.00 or any successor regulations, the *Procurement Policies and Procedures Handbook*, subsequent policies and procedures issued by OSD and the specifications of the RFR; or (2) There was a fundamental unfairness in the procurement process. The burden of proof rests with the respondent to provide sufficient and specific evidence in support of their claim. Pending

requests to the DHCD Undersecretary for review shall not prohibit DHCD from proceeding with executing contracts. Request for review must be sent to the attention of the DHCD Undersecretary, 100 Cambridge Street, Suite 300, Boston, MA 02114 and be received within fourteen (14) calendar days of the debriefing.

SECTION V: GENERAL PROCUREMENT INFORMATION

The terms of *801 CMR 21.00: Procurement of Commodities and Services* (and *808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services*, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR.

Items with the text, "*☞ Required for POS Only*" specify a requirement for Purchase of Service (POS) human and social services procured under *801 CMR 21.00, Procurement of Commodities or Services, Including Human and Social Services* and *808 CMR 1.00, Compliance, Reporting and Auditing for Human and Social Service*.

Supplier Diversity Program (SDP). Massachusetts Executive Order 524 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) that resulted in the Supplier Diversity Program in Public Contracting. M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, joint venture partners or other type of business partnerships. All bidders must follow the requirements set forth in the SDP section of the RFR, which will detail the specific requirements relating to the prime vendor's inclusion of M/WBEs. Bidders are required to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFR. In order to satisfy the compliance of this section and encourage bidder's participation of SDP objectives, the Supplier Diversity Program (SDP) Plan for large procurements greater than \$150,000 will be evaluated at 10% or more of the total evaluation. Once an SDP Plan is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SDO certified contractors to fulfill their own SDP expenditure benchmarks. M/WBE participation must be incorporated into and monitored for all types of procurements regardless of size; however, submission of an SDP Plan is mandated only for large procurements over \$150,000.

This RFR will contain some or all of the following components as part of the Supplier Diversity Program Plan submitted by bidders:

- Sub-contracting with certified M/WBE firms as defined within the scope of the RFR,
- Ancillary use of certified M/WBE firms,

- Growth and Development activities to increase M/WBE capacity,

A Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), M/Non-Profit, or W/Non-Profit, is defined as such by the Supplier Diversity Office (SDO). All certified businesses that are included in the bidder's SDP proposal are required to submit an up to date copy of their SDO certification letter. The purpose for this certification is to participate in the Commonwealth's Supplier Diversity Program for public contracting. Minority- and Women-Owned firms that are not currently certified but would like to be considered as an M/WBE for the purpose of this RFR should submit their application at least two weeks prior to the RFR closing date and submit proof of documentation of application for consideration with their bid proposal. For further information on SDO certification, contact their office at 1-617-502-8851 or via the Internet at mass.gov/SDO.

Supplier Diversity Program Subcontracting Policies. Prior approval of the agency is required for any subcontracted service of the contract. Agencies may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing compliance of subcontracting commitments made in a bidder's Supplier Diversity Program (SDP) Plan. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors.

Agricultural Products Preference (only applicable if this is a procurement for Agricultural Products) - Chapter 123 of the Acts of 2006 directs the State Purchasing Agent to grant a preference to products of agriculture grown or produced using locally grown products. Such locally grown or produced products shall be purchased unless the price of the goods exceeds the price of products of agriculture from outside the Commonwealth by more than 10%. For purposes of this preference, products of agriculture are defined to include any agricultural, aquacultural, floricultural or horticultural commodities, the growing and harvesting of forest products, the raising of livestock, including horses, raising of domesticated animals, bees, fur-bearing animals and any forestry or lumbering operations.

Best Value Selection and Negotiation. The Procurement Management Team (PMT) may select the response(s) which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department or any member of the PMT regarding this RFR except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact

person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

Comm-PASS. Comm-PASS is the official system of record for all procurement information which is publicly accessible at no charge at www.comm-pass.com. Information contained in this document and in each tab of the Solicitation, including file attachments, and information contained in the related Bidders' Forum(s), are all components of the Solicitation.

Bidders are solely responsible for obtaining all information distributed for this Solicitation via Comm-PASS, by using the free Browse and Search tools offered on each record-related tab on the main navigation bar (Solicitations and Forums). Forums support Bidder submission of written questions associated with a Solicitation and publication of official answers. All records on Comm-PASS are comprised of multiple tabs, or pages. For example, Solicitation records contain Summary, Rules, Issuer(s), Intent or Forms & Terms and Specifications, and Other Information tabs. Each tab contains data and/or file attachments provided by the Procurement Management Team. All are incorporated into the Solicitation.

It is each Bidder's responsibility to check Comm-PASS for:

- Any addenda or modifications to this Solicitation, by monitoring the "Last Change" field on the Solicitation's Summary tab, and
- Any Bidders' Forum records related to this Solicitation (see Locating a Online Bidders' Forum for information on locating these records).

The Commonwealth accepts no responsibility and will provide no accommodation to Bidders who submit a Response based on an out-of-date Solicitation or on information received from a source other than Comm-PASS.

Comm-PASS SmartBid Subscription. Bidders may elect to obtain an optional SmartBid subscription which provides value-added features, including automated email notification associated with postings and modifications to Comm-PASS records. When properly configured and managed, SmartBid provides a subscriber with:

- A secure desktop within Comm-PASS for efficient record management
- A customizable profile reflecting the subscriber's product/service areas of interest
- A customizable listing in the publicly accessible Business Directory, an online "yellow-pages" advertisement
- Full-cycle, automated email alert whenever any record of interest is posted or updated
- Access to Online Response Submission, when allowed by the Issuer, to support:
 - paperless bid drafting and submission to an encrypted lock-box prior to close date
 - electronic signature of OSD forms and terms; agreement to defer wet-ink signature until Contract award, if any
 - withdrawal of submitted bids prior to close date

- online storage of submitted bids

Every public purchasing entity within the borders of Massachusetts may post records on Comm-PASS at no charge. Comm-PASS has the potential to become the sole site for all public entities in Massachusetts. SmartBid fees are only based on and expended for costs to operate, maintain and develop the Comm-PASS system.

Contract Expansion. If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

Costs. Costs which are not specifically identified in the bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

Debriefing. *☞ Required for POS Only. This is an optional specification for non-POS RFRs.* Non-successful bidders may request a debriefing from the department. Department debriefing procedures may be found in the RFR. Non-successful POS bidders aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.

Debriefing/Appeals: Administrative Appeals to Departments. *☞ Required for POS Only. Not applicable to non-POS bidders.* Non-successful bidders who participate in the debriefing process and remain aggrieved with the decision of the department may appeal that decision to the department head. Department appeal procedures may be found in the RFR.

Debriefing/Appeals: Administrative Appeals to OSD. *☞ Required for POS Only. Not applicable to non-POS bidders.* Non-successful bidders who participate in the department appeal process and remain aggrieved by the selection decision of the department may appeal the department decision to the Operational Services Division. The basis for an appeal to OSD is limited to the following grounds:

1. The competitive procurement conducted by the department failed to comply with applicable regulations and guidelines. These would be limited to the requirements of 801 CMR 21.00 or any successor regulations, the policies in the OSD Procurement Information Center, subsequent policies and procedures issued by OSD and the specifications of the RFR; or
2. There was a fundamental unfairness in the procurement process. The allegation of unfairness or bias is one that is easier to allege than prove, consequently, the burden of proof rests with the bidder to provide sufficient and specific evidence in support of its claim. OSD will presume that departments conducted a fair procurement absent documentation to the contrary.

Requests for an appeal must be sent to the attention of the State Purchasing Agent at Room 1017, One

Ashburton Place, Boston, MA 02108 and be received within fourteen (14) calendar days of the postmark of the notice of the department head's decision on appeal. Appeal requests must specify in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure which was applied and forms the basis for the appeal and presentation of all information that supports the claim under paragraphs 1 or 2 above. OSD reserves the right to reject appeal requests based on grounds other than those stated above or those submitted without sufficient detail on the basis for the appeal.

The decision of the State Purchasing Agent shall be rendered, in writing, setting forth the grounds for the decision within sixty (60) calendar days of receipt of the appeal request. Pending appeals to the State Purchasing Agent shall not prohibit the department from proceeding with executing contracts.

Electronic Communication/Update of Bidder's/Contractor's Contact Information. It is the responsibility of the prospective bidder and awarded contractor to keep current the email address of the bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the PMT, including requests for clarification. The PMT and the Commonwealth assume no responsibility if a prospective bidder's/awarded contractor's designated email address is not current, or if technical problems, including those with the prospective bidder's/awarded contractor's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective bidder/awarded contractor and the PMT to be lost or rejected by any means including email or spam filtering.

Electronic Funds Transfer (EFT). All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the bidder can provide compelling proof that it would be unduly burdensome. EFT is a benefit to both contractors and the Commonwealth because it ensures fast, safe and reliable payment directly to contractors and saves both parties the cost of processing checks. Contractors are able to track and verify payments made electronically through the Comptroller's Vendor Web system. A link to the EFT application can be found on the [OSD Forms](http://www.mass.gov/osd) page (www.mass.gov/osd). Additional information about EFT is available on the [VendorWeb](http://www.mass.gov/osc) site (www.mass.gov/osc). Click on MASSfinance.

Successful bidders, upon notification of contract award, will be required to enroll in EFT as a contract requirement by completing and submitting the *Authorization for Electronic Funds Payment Form* to this department for review, approval and forwarding to the Office of the Comptroller. If the bidder is already enrolled in the program, it may so indicate in its response. Because the *Authorization for Electronic Funds Payment Form* contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by the PMT on a case-by-case basis if participation in the

program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. The PMT will consider such requests on a case-by-case basis and communicate the findings with the bidder.

Environmental Response Submission Compliance. In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all responses submitted should comply with the following guidelines:

- All copies should be printed double sided.
- All submittals and copies should be printed on recycled paper with a minimum post-consumer content of 30% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). To document the use of such paper, a photocopy of the ream cover/wrapper should be included with the response.
- Unless absolutely necessary, all responses and copies should minimize or eliminate use of non-recyclable or non-re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
- Bidders should submit materials in a format which allows for easy removal and recycling of paper materials.
- Bidders are encouraged to use other products which contain recycled content in their response documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Where appropriate, bidders should note which products in their responses are made with recycled materials.
- Unnecessary samples, attachments or documents not specifically asked for should not be submitted.

Executive Order 509, *Establishing Nutrition Standards for Food Purchased and Served by State Agencies*. Food purchased and served by state agencies must be in compliance with Executive Order 509, issued in January 2009. Under this Executive Order, all contracts resulting from procurements posted after July 1, 2009 that involve the purchase and provision of food must comply with nutrition guidelines established by the Department of Public Health (DPH). The nutrition guidelines are available at the Department's website: [Executive Order # 509 Guidance](#).

Filing Requirements. ☞ *Required for POS Only. Not applicable to non-POS bidders.* Successful bidders must have filed their Uniform Financial Statements and Independent Auditor's Report (UFR), as required for current contractors, with the Operational Services Division via the Internet using the UFR eFiling application for the most recently completed fiscal year before a contract can be executed and services may begin. Other contractor qualification/risk management reporting requirements and non-filing consequences promulgated by secretariats or departments pursuant to 808 CMR 1.04(3) may also apply. In the event immediate services are required by a department, a contract may be executed and services may begin with the approval of OSD and the appropriate secretariat. However, unless authorized by OSD and the appropriate secretariat, the contractor will not be paid for any such services

rendered until the UFR has been filed.

HIPAA: Business Associate Contractual Obligations. Bidders are notified that any department meeting the definition of a Covered Entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) will include in the RFR and resulting contract sufficient language establishing the successful bidder's contractual obligations, if any, that the department will require in order for the department to comply with HIPAA and the privacy and security regulations promulgated thereunder (45 CFR Parts 160, 162, and 164) (the Privacy and Security Rules). For example, if the department determines that the successful bidder is a business associate performing functions or activities involving protected health information, as such terms are used in the Privacy and Security Rules, then the department will include in the RFR and resulting contract a sufficient description of business associate's contractual obligations regarding the privacy and security of the protected health information, as listed in 45 CFR 164.314 and 164.504 (e), including, but not limited to, the bidder's obligation to: implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the protected health information (in whatever form it is maintained or used, including verbal communications); provide individuals access to their records; and strictly limit use and disclosure of the protected health information for only those purposes approved by the department. Further, the department reserves the right to add any requirement during the course of the contract that it determines it must include in the contract in order for the department to comply with the Privacy and Security Rules. Please see other sections of the RFR for any further HIPAA details, if applicable.

Minimum Bid Duration. Bidders responses/bids made in response to this RFR must remain in effect for at least 90 days from the date of bid submission.

Pricing: Price Limitation: The bidder must agree that no other state or public entity customer within the United States of similar size and with similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the Commonwealth. If the Commonwealth believes that it is not receiving this lower price as required by this language, the bidder must agree to provide current or historical pricing offered or negotiated with other state or public entities at any time during the contract period in the absence of proprietary information being part of such contracts.

Prompt Payment Discounts (PPD). All bidders responding to this procurement must agree to offer discounts through participation in the Commonwealth Prompt Payment Discount (PPD) initiative for receiving early and/or on-time payments, unless the bidder can provide compelling proof that it would be unduly burdensome. PPD benefits both contractors and the Commonwealth. Contractors benefit by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. Participation in the Electronic Funds Transfer initiative further maximizes the benefits with payments directed to designated accounts, thus eliminating the impact of check clearance policies and traditional mail lead time or delays. The Commonwealth benefits because contractors reduce the cost of products and

services through the applied discount. Payments that are processed electronically can be tracked and verified through the Comptroller's Vendor Web system. The PPD form can be found under the Forms and Terms tab of this solicitation.

Bidders must submit agreeable terms for Prompt Payment Discount using the PPD form within their proposal, unless otherwise specified by the PMT. The PMT will review, negotiate or reject the offering as deemed in the best interest of the Commonwealth.

The requirement to use PPD offerings may be waived by the PMT on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in or attached to the PPD form.

Provider Data Management. *☞ Required for POS Only. Not applicable to non-POS bidders.* The Executive Office of Health and Human Services (EOHHS) has established a Provider Data Management (PDM) business service that is integrated into the Virtual Gateway. PDM is accessible by providers with current POS contracts. Departments may require that bidders with current POS contracts submit certain RFR-required documents through PDM. These documents have been specified in the RFR. When submitting documents via PDM, bidders are required to print and sign a PDM Documentation Summary. PDM users should verify that all information is accurate and current in PDM. Bidders are required to include the signed PDM Documentation Summary in their RFR response.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Restriction on the Use of the Commonwealth Seal. Bidders and contractors are not allowed to display the Commonwealth of Massachusetts Seal in their bid package or subsequent marketing materials if they are awarded a contract because use of the coat of arms and the Great Seal of the Commonwealth for advertising or commercial purposes is prohibited by law.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Human and social service subcontractors are also required to meet the same state and

federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

Appendix 1: RFR Checklist

Please complete this section by hand as your last step in your response or have someone else go through your response to see if all of the required documentation/attachments are included.

1. ☐ Letter of Transmittal
2. ☐ Debarment Statement
3. ☐ Letters from CoC Convener or Co-Chair and ICHH Regional Network Leadership Council member verifying active Participation and describing previous collaborations
4. ☐ RFR Summary Template (**Appendix 2**)
5. ☐ Completed signed Community Sign-Off(s) (**Appendix 3**)
6. ☐ Statement from respondent organization authorized signatory certifying its Board of Directors currently has a homeless/formerly homeless Member; **or**
☐ Documentation of why it cannot have this Member and respondent's proposal to ensure a homeless or formerly homeless person has an equal voice as described in Section G. 2 of this RFR
7. ☐ HUD HMIS Missing Data Report
8. ☐ Narrative for Operations Costs; or
☐ Narrative for Homelessness Prevention
☐ Narrative for Essential Services
9. (Downloaded from Comm-PASS and completed as needed)
☐ Massachusetts Substitute W-9 Form
☐ Contractor Authorized Signatory Listing
☐ Supplier Diversity Program Plan Form (if applicable)
☐ Authorization for Electronic Funds Transfer
☐ Attachment 1: Program Cover Page
☐ Attachment 2: Performance Measures
☐ Attachment 3: Fiscal Year Program Budget. (One additional copy must be provided on a CD-ROM or a Flash Drive)
☐ Attachment 4: Rate Calculation/Maximum Obligation Calculation Page
☐ Attachment 5: Non-Reimbursable Cost Program Offset Schedule
☐ Attachment 6: Capital Budget, if applicable
☐ **STAFF RESUMES AND/OR JOB DESCRIPTIONS,**
☐ **LEVERAGING AND MATCH**
☐ Commonwealth Terms & Conditions-Human and Social Services, if applicable

Appendix 2: RFR Summary Template

1. Organization Name:
2. Address:
3. ESG Contact Name and Title:
4. Contact E-mail:
5. Telephone:
6. Currently a DHCD ESG contractor? Yes____ No____

ESG 2012 RFR:

7. Total Amount of Funds Requested in this response \$_____
- For Financial Assistance on behalf of participants \$_____
- For Staff to provide Services \$_____

8. Amounts and Sources of Matching Funds \$_____

9. Response Category and Component:

RFR respondents may apply for funding under the 2 categories described below. A separate response is required for each Category. Under Category 1: new Components, only 1 response for either RRH or Homelessness Prevention allowed per CoC area.

Complete the table below for the funding categories requested in the RFR response.

| Rapid Rehousing | Homeless Prevention | Shelter Support |
|-----------------|---------------------|-----------------|
| | Prevention TPP | |

| | | |
|---|--|---|
| RRH for Individuals _____# of individuals to move from emergency shelter into permanent housing | Homelessness Prevention _____# tenancies to be preserved for families _____# tenancies to be preserved for individuals Prevention: TPP _____# tenancies to be preserved for ESG eligible Households | Operations _____# of community beds per day _____# for Families _____# for individuals Service Type of Service _____ _____# homeless individuals served _____# homeless families to be served |
|---|--|---|

Appendix 3: Community Sign-Off

1. Respondent Organization Name _____
2. ESG Funding Requested from DHCD: \$ _____
3. Type of Service to be provided _____

Sign-Off Entity (check all that apply and name the entity)

- _____ Municipal Government
- _____ Consolidated Plan Jurisdiction
- _____ ESG Entitlement Community

The organization identified above is requesting funding through the Commonwealth of Massachusetts' Emergency Solutions Grant (ESG) Request for response to provide homeless assistance services in your community. A Non-Profit Organization can only request ESG funds from the Commonwealth with the support of the municipality where the program site is located.

Please provide a statement of whether you approve of the agency's proposed use of these funds and support this request or you do not, and if not, the reason: _____

If your community received ESG Entitlement funds, and if this organization requested funds did you contribute funds to this proposal? _____

If not, please provide a brief description of why the ESG entitlement funds were not used to support this organization's proposal. _____

By signing this statement, you agree that the Non-Profit Organization listed above is proposing a service that addresses an unmet need in your community which cannot be supported with local funding.

Signature of Local Official

_____/_____/_____
Date

Name and Title of Signatory: _____

Entity Name

Appendix 4: Need and Maximum Funding Matrix

Results of DHCD's Collaboration with ESG Entitlement Cities, CoCs and ICHH Regional Networks

| CoC * | Request for DHCD Funds based on HEARTH Rule Consultation | Proportionate % | Maximum for CoC |
|------------------------------------|---|--------------------|--------------------|
| 1. Attleboro/Taunton/Bristol | Homeless Prevention for Families | 4% | \$75,000 |
| 2. Brookline/Newton | Homeless Prevention for Families | 2% | \$40,000 |
| 3. Lawrence | Homeless Prevention for Families | 2% | \$50,000 |
| 4. Malden/Medford | Homeless Prevention for Families | 13% | \$174,000 |
| 5. Ma Balance of State | Homeless Prevention for Families | 24% | \$350,000 |
| 6. Pittsfield/Berkshire County | Homeless Prevention for Families | 2% | \$80,000 |
| 7. Tri County | Homeless Prevention for Families | 37% | \$500,652 |
| 8. New Bedford | Homeless Prevention for Families | 3% | \$70,000 |
| 9. Lynn | Homeless Prevention for Families | 12% | \$160,000 |
| Prevention Total not including TPP | | | 1,494,652 |
| 10. Boston | Rapid Rehousing for Individuals | 50% | \$950,000 |
| 11. Brockton and Plymouth & County | Rapid Rehousing for Individuals | 7% | \$125,000 |
| 12. Cambridge | Rapid Rehousing for Individuals | 9% | \$165,000 |
| 13. Fall River | Rapid Rehousing for Individuals | 2% | \$70,000 |
| 14. North Shore | Rapid Rehousing for Individuals | 7% | \$130,000 |
| 15. Lowell | Rapid Rehousing for Individuals | 2% | \$70,000 |
| 16. Quincy/Weymouth | Rapid Rehousing for Individuals | 5% | \$100,000 |
| 17. Springfield | Rapid Rehousing for Individuals | 7% | \$140,000 |
| 18. Worcester City & County | Rapid Rehousing for Individuals | 6% | \$130,000 |
| 19. Cape Cod Islands | Rapid Rehousing for Individuals | 6% | \$120,000 |
| Rapid Re-Housing Total | | | \$2,000,000 |

*One CoC not to request DHCD funds

Information compiled from DHCD's statewide ESG meeting, CoC questionnaires, follow up communications

The data source for the homeless counts was the CoC annual Point in Time Counts of emergency sheltered people and homeless unsheltered people from the CoC's as published by HUD for 2011

10 CoCs requesting Rapid Rehousing Funds have 3,092, or 82%, of the Commonwealth's 3,771 homeless unaccompanied adults within their geographic jurisdictions.

9 CoCs requesting family prevention funds have 26% of family EA caseload in their geographic jurisdiction.